



NORTH DAKOTA CJIS LERMS

Criminal Justice Information Sharing Program (ND CJIS)

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P1-LERMS CHANGE REQUEST

Agency Name:	
Requestor Name: Best time/method to reach Requestor:	Requestor email: Requestor phone number:
Type of Change: <input type="checkbox"/> List Addition/Deletion/Issue <input type="checkbox"/> Field Required/Optional Status <input type="checkbox"/> Field Viewable/Hidden Status <input type="checkbox"/> Field Type (free text, drop down, select, etc.) <input type="checkbox"/> SSRS Report (the external reports accessible from the topic menu on the lobby) <input type="checkbox"/> RTF Printout (the internal report available when a document is printed)	Severity <input type="checkbox"/> High - software unusable <input type="checkbox"/> Medium - software useable with severely restricted functionality or performance <input type="checkbox"/> Low - software useable with minor impact on functionality or performance Explain Impact:
Module/Report Name: Tab Name: Field/List Name: Issue Description:	
Requestor Signature	Agency LERMS Administrator Signature (if different from Requestor)
Printed Name:	Printed Name: